



## TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building  
100 Maple Avenue  
Shrewsbury, Massachusetts 01545-5398

### MINUTES

Monday, January 4, 2021 at 7:30 PM

**Important Notice:** Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the **Diversity, Equity & Inclusion Task Force – Employment Subcommittee** will be conducted via remote participation to the greatest extent possible. All meetings and hearings listed in the agenda will also be done so through remote participation. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the town's website, at [www.shrewsburyma.gov/coronavirus](http://www.shrewsburyma.gov/coronavirus). No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting. To listen to this meeting, dial [1 413-561-4940] and enter the following pin: [957 384 460#]. Please mute your device.

Employment Subcommittee of the Shrewsbury Diversity Equity & Inclusion Task Force  
Meeting January 4, 2021

1. Attending: Allen Jarrell, Gene Buddenhagen, Milind Kanitkar, Paula Collins, Richard Petrucci.
2. The sub-committee met remotely by Google Meet and was called to order by Adeola Mbaneme at 7:40 PM.
3. Officers of the committee elected by unanimous vote; motion introduced by Paula Collins, seconded by Milind Kanitkar:
  - a. Allen Jarrell, Chair
  - b. Richard Petrucci, Vice Chair
  - c. Navjeet Singh, Clerk.
4. The committee agreed to meet every two weeks until March 2021, every other Monday from 6:30 PM to 8:30 PM. The next meeting will be January 18<sup>th</sup>, then February 1<sup>st</sup>.
5. The problem statements:
  - a. Hiring. The town hiring does not reflect the diversity of the community.
  - b. Training. Training efforts related to DEI are not consistent across all departments.

- c. Recruitment. The town recruitment efforts do not result in a diverse pool of applicants.
    - d. The following is an overall problem statement that incorporates all of the above:
      - The town lacks coordinated employment practices that encourages diverse and inclusive hiring and training practices that ensures residents are treated equitably.
  6. The committee discussed the problem statements and how to determine the extent to which each of these problem statements applied to the town. The following points came up during the discussion:
    - a. There are different organizations or agencies within the town, e.g., the Town, School department, Police and Fire Department, SELCO
    - b. The Town has apparently commissioned the preparation of a new human Resources manual.
    - c. The employment related issues and employment practices came up in discussions at other sub-committees, e.g. the policy committee.
    - d. The different agencies in the town may have different HR policies and practices, and in some cases are also governed by Massachusetts Civil Service requirements and collective bargaining agreements.
  7. As a result of the discussion the following action items were identified (these items are being requested by the Employment Subcommittee Chair):
    - a. To determine which town entities and organizations are being covered by the DEI Task Force. At this stage we are assuming these include the Town (including Police and Fire Department), School, and SELCO.
    - b. To get an understanding of what policies govern hiring in different agencies and for different jobs currently. E.g., what jobs are covered by Massachusetts Civil Service. This may be done through documents and/or meeting with appropriate town officials.
    - c. To obtain a copy of the new draft HR Handbook for the town and similar handbooks and policies from other agencies identified in 6. a. above to determine how DEI parameters are being incorporated into:
      - Recruitment
      - DEI Training
      - Current hiring methods being used.
    - d. To obtain data for the past five years on employment, recruitment and hiring by race, color, religion, national origin, sex, disability status and age.
    - e. To engage with the Co-chairs of the Task force and the Chairs of other Committees to coordinate the efforts of the sub-committees to avoid overlapping and duplicate efforts. For instance, the employment Sub-committee could include in its scope employment related DEI efforts for the police and fire departments, while the public safety committee could focus on enforcement.

The Employment Subcommittee Chair requests assistance from Valerie Clemmey and Jonathan Wortmann in obtaining the supporting documents and data pertaining to these action items.

8. The meeting was adjourned at 9 PM. The motion to adjourn was moved by Milind Kanitkar, and seconded by Gene Buddenhagen, and was passed unanimously.

